



Monitoring and Evaluation Coordinator

Job Announcement

Job title: Monitoring and Evaluation Coordinator

Location: Remote - Geneva

About City Cancer Challenge

City Cancer Challenge Foundation (C/Can) supports cities around the world as they work to improve access to equitable, quality cancer care.

The approach is built on the core principle that cities can drive impact at national level by crafting data-driven solutions with the support of a network of global, regional, and local partners that reflect an understanding of the unique local context.

C/Can was launched by the Union for International Cancer Control (UICC) at the 2017 World Economic Forum Annual Meeting in Davos. It was established as a standalone Swiss Foundation in January 2019, and is now active in 11 cities around the world.

Summary of Position

Are you looking for an entry level position in Monitoring and Evaluation? Are you interested in working with a dynamic, innovative and growing international health organization?

The City Cancer Challenge Foundation is at a stage of high growth and monitoring & evaluation are a key piece of the puzzle to our success. We are looking for a highly motivated team player to join our Policy and Impact Team to support a culture and practice of evidence-based planning, monitoring and evaluation to drive learning and impact.



In this role, you will coordinate high quality reporting on the progress and results in C/Can's cities and projects. You will collaborate with city, regional and global teams, and local stakeholders, to ensure that reporting is timely and accurate.

This is a great opportunity for an early career professional looking to grow their skills in monitoring and evaluation and to join a results driven, internationally focused health organization.

Key Responsibilities

- Lead execution of progress and results reporting across C/Can's portfolio
- Generate high quality and actionable monitoring and evaluation data
- Support creation of communications products to share progress, achievements and challenges with a diverse audience
- Assist the development of data collection tools
- Manage monitoring and evaluation data storage
- Develop and implement tools to ensure timely and accurate reporting to partners
- Coordinate and facilitate C/Can evaluations
- Support the design and implementation of tailored evaluation tools for C/Can projects

Required work experience

A minimum of 2 year's relevant experience, with advanced written and verbal communication skills in English.

Education

Bachelor's degree in one of the following disciplines: statistics, social sciences, public health, computer science, information systems, or related fields - master's degree preferred.



Required competencies

- Strong data collection and analysis skills.
- Strong problem solving and communication skills,
- Ability to work with data from multiple unique sources, troubleshooting as necessary.
- Analytical mindset and attention to detail.
- Comprehensive research, interpretation and critical analysis skills.
- Proven record of producing accurate and high-quality work to tight deadlines.
- Ability to work in a flexible, fast-paced work environment.
- Good numerical and report writing skills.

How to apply

Qualified candidates may submit their application, including a Curriculum Vitae and Cover Letter to: recruitment@citycancerchallenge.org. Please ensure that they are sent as PDF documents with the titles "your name cover letter" and "your name CV". Please put "C/Can Monitoring and Evaluation Coordinator" in the email subject line. Applications will be received until a suitable candidate is identified.